

Forms Fact Sheet

- Management and creation of forms within each office must be through a central forms management contact, usually the local Records Manager/Liaison.
- Before developing a new form analyze the need, use, and cost plus what information is to be included. Make sure the information requested is absolutely necessary and not available from other sources.
- If the form is to be used to gather personal information, the Privacy Act statement must be applied and all instructions clear and easy to follow.
- BLM Form 1223-7, Request For A New Or Revised Form must be completed for every local form. The completed form will be filed in a case file along with a master copy of the new or revised form.
- Forms numbers are prefixed to identify the issuing office, followed by the Subject Code number and the number, i.e. WY 060-3100-1. Numbers should consistently be entered on the new form on the bottom right-hand corner.
- A case file is created containing the completed Form 1223-7 and the master copy of the new form. The new/revised form is then entered into a tracking index.